

HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Checkpoint Report. There is also a Product Description for the Checkpoint Report at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word 2003. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [...] text

When the template is complete, the Checkpoint Report document can be printed and approved.

Prior to printing, you should delete all [...] prompt text.

Saving the Checkpoint Report document under its own name

Save the Checkpoint Report by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Checkpoint Report is complete check the document against the following Quality Criteria:

- Prepared at the frequency required by the Project Manager
- The level and frequency of progress assessment is right for the stage and/or Work Package
- The information is timely, useful, objective and accurate
- Every product in the Work Package, for that period, is covered by the report
- Includes an update on any unresolved issues from the previous report.

PROJECT DOCUMENTATION

CHECKPOINT REPORT

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

1 Checkpoint Report History

1.1 Document Location

This document is only valid on the day it was printed.
The source of the document will be found at this location – *[insert folder structure]*

1.2 Revision History

Date of this revision:

Date of next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

1.3 Approvals

This document requires the following approvals.
Signed approval forms should be filed appropriately in the project filing system.

Name	Signature	Title	Date of Issue	Version

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

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3 Date

[Date of the checkpoint.]

4 Period

[The reporting period covered by the Checkpoint Report.]

5 Follow-ups

[From previous reports, for example action items completed or issues outstanding.]

6 This Reporting Period

- [- The products being developed by the team during the reporting period
 - The products completed by the team during the reporting period
 - Quality management activities carried out during the period
 - Lessons identified]
-

7 Next Reporting Period

- [- The products being developed by the team in the next reporting period
 - The products planned to be completed by the team in the next reporting period
 - Quality management activities planned for the next reporting period]
-

8 Work Package Tolerance Status

[How execution of the Work Package is performing against its tolerances (e.g. cost/time/scope actuals and forecast).]

9 Issues and Risks

[Update on issues and risks associated with the Work Package.]